Service Coordination Board (SCB) Meeting Summary

Date: 15 January 2014

Members in attendance:

	Member	In Attendance
AES	John Maclean	√
	Geoff Pile	√
ASD	Ju Wang	√
	Ali Nassiri	√
XSD	Mark Beno	√
	Chris Jacobsen	
	Jonathan Lang	√
Upgrade Project	Tom Fornek	√
	Mohan Ramanathan	√

Also in attendance: R. Torres, S. Davey, and N. Grossman

Agenda

Review of 18 December 2013 meeting minutes
Review of Open Action Items
Review of projects status summary
New Business

Meeting Records

The meeting minutes from 18 December were approved (APS_1442643).

This report can be accessed through the following link: APS_1442853

New Action Items

1. Obtain updates on projects 1373 and 1374 from T. Smith [A. Nassiri].
2. Obtain update on project 1293 from L. Emery [J. Wang].
3. Update IEX installation project plan [M. Ramanathan].
4. Review active (draft and submitted), unapproved ASD project proposals and identify proposals that it is expected won't be allocated resources so requestors can be updated [A. Nassiri].
5. Identify ASD projects that will require design reviews (listed already submitted to Torres?) [A. Nassir & R. Torres].
6. Review if project 1097 should be approved [J. Lang & M. Beno].
7. Approve project 508 [Davey].
8. Update the status of project 1893, including design review requirements [J. Lang & M. Beno]
9. Update if project 1793 should be updated or closed [G. Pile].

10. Obtain project plan/ resource request for project 1813 [J. Maclean].
11. Review APS service web pages for opportunities to make layouts more intuitive [J. Maclean].
12. Initiate the development of an end-of-project close out process (e.g., estimates v. actuals; service satisfaction survey; etc.) [J. Maclean].

Open Action Items

1. Work with IT to get a programmer to modify the project proposal system. Notify divisions once this is complete. [Davey] – Open
2. Discuss the IEX project ticket vs scope of project with P. Den Hartog [J. Maclean] – Open
3. Obtain updates on projects 1373 and 1374 from T. Smith [J. Wang] – expected after the first of the year - Open
4. Send email regarding project updates for ASD projects that will not be approved [Davey] – Open
5. Design review evaluation of the re-prioritized projects updates to be sent to R. Torres for inclusion in the Project Report Summary [Pile, Beno, Nassiri] – [ASD responded; AES and XSD still to update] – Open

Meeting Summary

Nancy Grossman (APS-U) attended the SCB meeting. Grossman is looking at mission readiness and recognized that the SCB has implemented relevant standing processes.

The Minutes from 18 December 2013 SCB meeting were approved as drafted.

Agenda Topic Review of Open Action Items

1. Work with IT to get a programmer to modify the project proposal system. Notify divisions once this is complete. [Davey] – Open
   Programming in progress. If requestor and all resources from one division then it will automatically be flagged as a "Division Project"

2. Discuss the IEX project ticket vs scope of project with P. Den Hartog [J. Maclean] – Open
   Maclean spoke with denHartog and was advised the project is complete. Ramanathan responded: 1) the scope was to complete the installation and there are uncompleted tasks; 2) IEX has milestone objectives to meet; and 3) will update plans. Beno emphasized the importance of meeting the milestone of this externally funded project. Lang noted it is two weeks behind schedule.

3. Obtain updates on projects 1373 and 1374 from T. Smith [J. Wang] – expected after the first of the year – Open
   New action item: Nassiri to follow-up and see that updates are submitted.

4. Send email regarding project updates for ASD projects that will not be approved [Davey] – Open
New action item: Nassiri to Review active (draft and submitted), unapproved ASD project proposals and identify proposals that it is expected won't be allocated resources so requestors can be updated

5. Design review evaluation of the re-prioritized projects updates to be sent to R. Torres for inclusion in the Project Report Summary [Pile, Beno, Nassiri] – Open
Per Pile, the only AES project that requires a review is project 431. Per Lang and Beno, the only XSD project that requires an design review is project number 1673. Nassiri thought the update had been submitted to Torres. New action item: Identify ASD projects that will require design reviews [A. Nassir & R. Torres]

Review of Project Status Summary

Project plan update summaries:

APS Project Report Summary - Dec. 2013 (APS document number APS_1442081)

APS Project Resource Summary - Dec. 2013 (APS document number APS_1432632)

APS Project Progress Report Comments, Dec. 2013 Update (APS document number APS_1440691)

Pile: project 1833 may be split into two projects.

Wang and Nassiri: significant progress has been made on project 1293. Wang will contact Louis for a progress update.

Due to budget consideration work on a number of projects were suspended. Work should be resumed on project 546.

Project 508 is 85% complete and is to be approved.

Project 1793 was entered to associate charges with a project. Pile will update/close the project at the next meeting.

New Business

Web Pages
Lang sought project status in the project proposal system and found that it was not intuitive how to find the status reports. Maclean will look into making sure that links to project information are readily displayed.

Project Closeouts
Maclean seeks to implement a close out process to gather information at the end of projects (e.g., resource estimates v. actuals; feedback on service; etc.). Beno suggested that personal contact might be

more useful than requesting a document. Pile suggested a feedback form with *radio buttons*. Maclean is to lead in developing an end-of-project closeout process.

Pile inquired about the status of the APS-U staffing plans. Fornek advised that the updated ERA is being developed and is currently being worked on by Glen Decker and it is expected within a week. Pile and Fornek are to discuss potential coordination of APS/APS-U staffing level adjustments. Pile noted that there are numerous tasks planned for the October shutdown and that will require engineering support in the meantime.

Next Meeting: February 19, 2014, 401/B4100, 11:15